

DEPARTMENT OF HEALTH AND HUMAN SERVICES

Records Retention and Disposition Schedule

Organizational Name Change

An organizational name change to this Records Retention and Disposition Schedule is hereby approved. The Records Retention and Disposition Schedule reflects an organizational change from **Department of Human Resources to Department of Health and Human Services**. No new items have been added, no items have been deleted, and no changes have been made to any existing series descriptions or disposition instructions in the most recent schedules of the Department of Human Resources. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

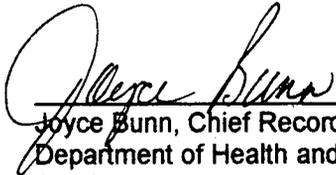
DEPARTMENT OF HEALTH AND HUMAN SERVICES

do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. Public records including machine readable records not listed in the schedule are not authorized to be destroyed. The

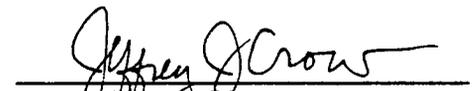
DEPARTMENT OF HEALTH AND HUMAN SERVICES

agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

APPROVAL RECOMMENDED

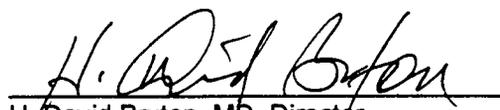


Joyce Bunn, Chief Records Officer
Department of Health and Human
Services

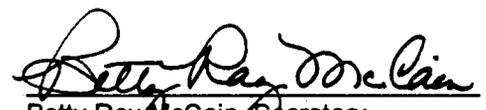


Jeffrey J. Crow, Director
Division of Archives and History

APPROVED



H. David Bruton, MD, Director
Department of Health and Human
Services



Betty Ray McCain, Secretary
Department of Cultural Resources

DEPARTMENT OF HUMAN RESOURCES
DIVISION OF SERVICES FOR THE BLIND

Records Retention and Disposition Schedule

The Records Retention and Disposition Schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

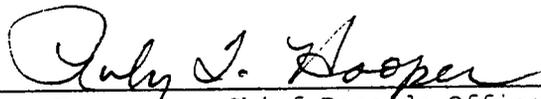
DIVISION OF SERVICES FOR THE BLIND

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DIVISION OF SERVICES FOR THE BLIND

agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect for five years from the date of approval and will then be reviewed and updated.

APPROVAL RECOMMENDED



Ruby T. Hooper, Chief Records Officer
Department of Human Resources

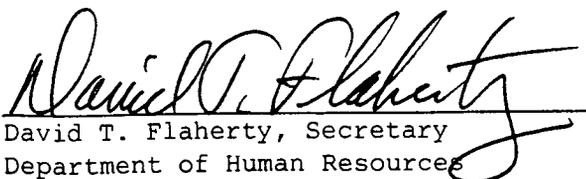


Herman Gruber, Director
Division of Services for the Blind

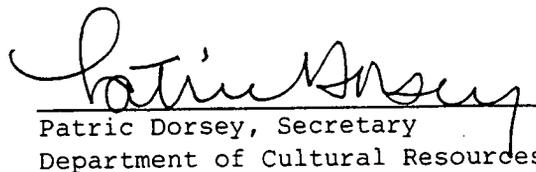


William S. Price, Jr., Director
Division of Archives and History

APPROVED



David T. Flaherty, Secretary
Department of Human Resources



Patric Dorsey, Secretary
Department of Cultural Resources

DEPARTMENT OF HUMAN RESOURCES
DIVISION OF SERVICES FOR THE BLIND

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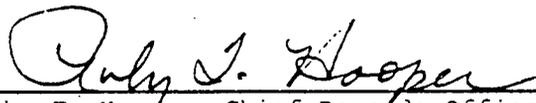
DIVISION OF SERVICES FOR THE BLIND

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DIVISION OF SERVICES FOR THE BLIND

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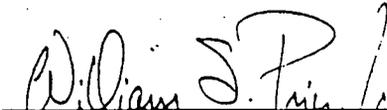
APPROVAL RECOMMENDED



Ruby T. Hooper, Chief Records Officer
Department of Human Resources



Herman Gruber, Director
Division of Services for the Blind

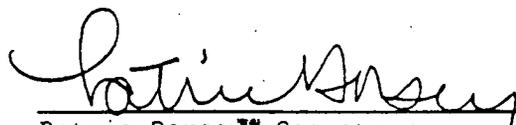


William S. Price, Jr., Director
Division of Archives and History

APPROVED



David T. Flaherty, Secretary
Department of Human Resources



Patric Dorsey, Secretary
Department of Cultural Resources

This schedule was modified to
comply with the provisions of the
General Schedule for State Agency Records,
effective October 1, 2000
Remaining items retain the
original date shown below.

May 25, 1989

JH

PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF SERVICES FOR THE BLIND
DIRECTOR'S OFFICE

Amend the program records retention and disposition schedule approved July 1, 1997 by changing the disposition instructions for Item 6473 as shown on substitute page dated February 14, 2003.

APPROVAL RECOMMENDED



Anna Wasdell, Chief Records Officer
Department of Health and Human Services



John DeLuca, Director
Division of Services for the Blind
Disabilities

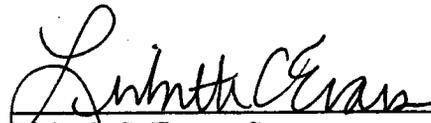


David J. Olson, Director
Division of Historical Resources

APPROVED



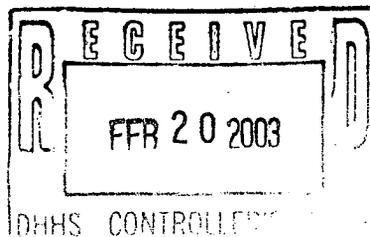
Carmen Hooker Odom, Secretary
Department of Health and Human Services



Lisbeth C. Evans, Secretary
Department of Cultural Resources

February 14, 2003

AWH



**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF SERVICES FOR THE BLIND
ASHEVILLE DISTRICT OFFICE**

ITEM 1693. REHABILITATION CASES (CLOSED) FILE.

Closed rehabilitation cases processed by office. (Comply with provisions of Federal Code 34 CFR 361.49 regarding the confidentiality of clients' records in the possession of Division of Services for the Blind.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 3 year(s). Records will be held for agency in the State Records Center 7 additional years and then destroyed.

ITEM 6688. ADMINISTRATIVE CORRESPONDENCE FILE.

Affirmative action correspondence, county budgets, division directories, and hot-line or care-line correspondence. File includes Lions Club directories, correspondence relating to state vehicles, memorandums between the regional director and regional supervisor, administrative meeting and convention records, information concerning misuse of state property, and memorandums relating to work planning and performance review (WPPR).

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 6692. MEDICAL FILE.

Records concerning medical care provided to clients. File includes correspondence, eye clinic schedules, optician assignment schedules, applications for certification of eye care, eye examination reports, authorization forms, certification of need records, paid bills, medical billing and reimbursement records, procedures, glaucoma screening records, post-operative records, and various other district office records. (Comply with provisions of Federal Code 34 CFR 361.49 regarding the confidentiality of clients' records in the possession of Division of Services for the Blind.)

DISPOSITION INSTRUCTIONS: Destroy in office 3 years after case is closed and released from all audits.

ITEM 6693. SOCIAL SERVICES FILE.

County correspondence and memorandums concerning the social services allocations to counties. File includes various programs records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 6694. REFERRAL FILE.

Referrals from hospitals, clinics, doctors, various departments of social services, schools, welfare agencies, private organizations, and agencies. File includes survey interviews, economic need surveys, and correspondence. (Comply with provisions of Federal Code 34 CFR 361.49 regarding the confidentiality of clients' records in the possession of Division of Services for the Blind.)

DISPOSITION INSTRUCTIONS: Transfer to Rehabilitation Cases File when accepted or to Rejected Cases File when rejected.

ITEM 6695. REHABILITATION CASES FILE.

Active rehabilitation cases containing survey interviews, need survey forms, eye examination reports, contact reports, authorizations, rehabilitation plans, and general medical examination forms. (Comply with provisions of Federal Code 34 CFR 361.49 regarding the confidentiality of clients' records in the possession of Division of Services for the Blind.)

DISPOSITION INSTRUCTIONS: Transfer to Rehabilitation Cases (Closed) File when closed.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF SERVICES FOR THE BLIND
ASHEVILLE DISTRICT OFFICE**

ITEM 6696. REJECTED CASES FILE.

Records concerning clients rejected from participating in rehabilitation programs. File includes eye examination reports, contact reports, correspondence, and rejection summaries. (Comply with provisions of Federal Code 34 CFR 361.49 regarding the confidentiality of clients' records in the possession of Division of Services for the Blind.)

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 6697. SELECT AND REHABILITATION REPORTS FILE.

Records concerning aids and appliances, client training programs, Raleigh Lions Clinic, rehabilitation centers for the blind, medical programs, Social Security Disability Insurance (SSDI), workshops, and information regarding state cars. (Comply with provisions of Federal Code 34 CFR 361.49 regarding the confidentiality of clients' records in the possession of Division of Services for the Blind.)

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 6698. REHABILITATION CARD FILE.

Cards listing information concerning referrals, active and closed cases, extended evaluations, and rejected clients. Cards list names, addresses, case numbers, and status of clients. (Comply with provisions of Federal Code 34 CFR 361.49 regarding the confidentiality of clients' records in the possession of Division of Services for the Blind.)

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy in office immediately.

ITEM 6699. EMPLOYMENT CONTRACT FILE.

Cards listing different industries and agencies contacted regarding employment for clients of Division of Services for the Blind by the rehabilitation counselors.

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy in office immediately.

ITEM 6700. EYE REPORTS FILE.

Eye reports for patients examined in county clinics or by private doctors. (Comply with provisions of Federal Code 34 CFR 361.49 regarding the confidentiality of clients' records in the possession of Division of Services for the Blind.)

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 6702. PATIENTS FILE.

Information concerning patients who are treated in clinics or doctors' offices. File includes information regarding patients having surgery or follow-up treatment. (Comply with provisions of Federal Code 34 CFR 361.49 regarding the confidentiality of clients' records in the possession of Division of Services for the Blind.)

DISPOSITION INSTRUCTIONS: Destroy in office 5 years after discontinuation of treatment.

ITEM 6703. QUARTERLY REPORTS FILE.

Reports concerning patients examined in local eye clinics and in doctors' offices. File includes printouts listing status of patients. (Comply with provisions of Federal Code 34 CFR 361.49 regarding the confidentiality of clients' records in the possession of Division of Services for the Blind.)

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF SERVICES FOR THE BLIND
ASHEVILLE DISTRICT OFFICE**

ITEM 6704. CORRESPONDENCE AND CLINIC LISTS FILE.

Correspondence with each county. File includes clinic lists which are submitted with doctors' bills for clinics held in each county.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 6705. INDIVIDUAL PATIENTS CARD FILE.

Cards listing information concerning patient pathological examinations and other eye examinations conducted in county clinics and doctors' offices. (Comply with provisions of Federal Code 34 CFR 361.49 regarding the confidentiality of clients' records in the possession of Division of Services for the Blind.) Amended 3-12-93

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy in office immediately.

ITEM 6706. REHABILITATION MEMORANDUMS FILE.

Memorandums sent to counselors detailing policies, procedures, and information concerning particular subjects.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 6707. ORIENTATION AND MOBILITY CLIENTS FILE.

Contact reports, referral forms, and reports concerning the progress of clients in training for eye orientation and mobility. (Comply with provisions of Federal Code 34 CFR 361.49 regarding the confidentiality of clients' records in the possession of Division of Services for the Blind.)

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 6708. SUPPLY FILE.

Supply and purchase requests received from social workers, health departments, doctors, and county departments of social services. (Records are not subject to audit.)

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 6709. INDEPENDENT-LIVING CLIENTS AND INSTRUCTORS FILE.

Active and closed files of independent living clients and instructors. File includes service plans and authorization forms, correspondence, contract and billing reports, contracts, and other information related to clients and instructors. (Comply with provisions of Federal Code 34 CFR 361.49 regarding the confidentiality of clients' records in the possession of Division of Services for the Blind.)

DISPOSITION INSTRUCTIONS: Destroy in office closed files and contracts 5 years after terminated or closed, whichever occurs later. Destroy in office remaining records when administrative value ends.

ITEM 6710. INDEPENDENT-LIVING SERVICES (ILS) PROGRAM FILE.

Reference copies of ILS memorandums concerning program changes, regulations, and instructors. File includes instructors' correspondence, monitoring reports of the ILS Program, ordering procedures, and orders for ILS equipment.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF SERVICES FOR THE BLIND
BUSINESS AFFAIRS
BUSINESS ENTERPRISES**

ITEM 6575. DAILY TRANSMITTAL REPORTS FILE.

Daily transaction reports concerning stands located in Research Triangle Park.

DISPOSITION INSTRUCTIONS: Destroy in office when released from all audits.

ITEM 6576. WORKSHEETS AND REPORTS FILE.

Records concerning stands operation. File includes information regarding insurance, Pepsi rebates, workmen's compensation, Department of Health and Human Services (HHS) reports, General Services Administration (GSA) reports, commission worksheets, net proceed worksheets, Departmental Accounting System (DAS) batch sheets, and controls.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF SERVICES FOR THE BLIND
BUSINESS AFFAIRS
BUSINESS OFFICE**

ITEM 6586. ORDERS FOR TITLE XX CLIENTS FILE.

Requisitions and correspondence concerning requests for equipment for Title XX clients.

DISPOSITION INSTRUCTIONS: Destroy in office when released from all audits.

ITEM 6589. INACTIVE GENERAL CORRESPONDENCE FILE.

Memorandums and correspondence from former supervisors. File includes personnel information and Business Affairs correspondence.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 6594. AIDS AND APPLIANCES PROGRAM FILE.

Audit copies of sales books, correspondence, authorizations, and Monthly Sales Tax Reports.

DISPOSITION INSTRUCTIONS: Destroy in office 6 months after released from all audits.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF SERVICES FOR THE BLIND
BUSINESS AFFAIRS
GENERAL ACCOUNTING
ADMINISTRATION**

ITEM 1665. COST CARDS (INACTIVE) FILE.

Cards listing names and addresses of clients. Information on each card lists date, voucher number, amount paid, and payee's name. (Cards are posted under type of service rendered.) (Comply with provisions of Federal Code 34 CFR 361.49 regarding the confidentiality of clients' records in the possession of Division of Services for the Blind.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 years and when released from all audits, whichever occurs later. Records will be held for agency in the State Records Center 5 additional years and then destroyed.

ITEM 1667. NUMERICAL CHECK COPY FILE.

Disbursing account checks with supporting papers attached.

DISPOSITION INSTRUCTIONS: Superseded by the General Schedule for State Agency Records. Destroy records currently held in the State Records Center 5 years from date received.

ITEM 1668. SUPPLEMENTAL AID TO THE BLIND FILE.

Authorizations for termination and denial of payments.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 2 years or when patient dies, whichever occurs earlier. Records will be held for agency in the State Records Center 5 additional years and then destroyed.

ITEM 1672. REVOLVING FUND FILE.

Records concerning the financial management of funds used by district office counselors in providing emergency services to clients. File includes bank statements, cancelled checks, log sheets, and copies of authorization for payment.

DISPOSITION INSTRUCTIONS: Superseded by the General Schedule for State Agency Records. Destroy records currently held in the State Records Center 5 years from date received.

ITEM 1674. COUNTY BUDGET FILE.

Record copies of county budgets.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 6596. REHABILITATION CENTERS BILLS (ADMINISTRATIVE) FILE.

Administrative bills paid to providers at rehabilitation centers.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

ITEM 6597. BILLS PAID TO OTHER STATE AGENCIES FILE.

Bills paid for telephone, motor pool, transportation, printing, data processing, and other expenses.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records.

ITEM 6600. COST CARDS (ACTIVE) FILE.

Cards listing names and addresses of clients. Information on each card lists date, voucher number, amount paid, and payee's name. (Cards are posted under type of service rendered.) (Comply with provisions of Federal Code 34 CFR 361.49 regarding the confidentiality of clients' records in the possession of Division of Services for the Blind.)

DISPOSITION INSTRUCTIONS: Transfer to Cost Cards (Inactive) File when designated inactive.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF SERVICES FOR THE BLIND
BUSINESS AFFAIRS
GENERAL ACCOUNTING
ADMINISTRATION**

ITEM 6602. COST ALLOCATION REPORTS (DEPARTMENTAL ACCOUNTING SYSTEMS-DAS) FILE.

Cost allocation reports prepared and used to claim federal participation in the various programs conducted by the division.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 6603. DEPARTMENTAL ACCOUNTING SYSTEM (DAS) REPORTS FILE.

Paper and microfiche copies of monthly and quarterly financial reports. File includes entries (correction all types), transaction control reports, budget report funds codes (14450-34450-64450-47960), federal budget reports (monthly and quarterly), general ledgers, revenue ledgers, expenditure ledgers, detail registers, detail journals, detail journal summary reports, vendor identification numbers, trial balance reports, overdraft reports, and detail error data.

DISPOSITION INSTRUCTIONS: Destroy in office paper copies immediately after released from all audits. Destroy in office microfiche copies when administrative value ends.

ITEM 6604. CERTIFICATIONS OF DEPOSIT (FORM 10-4) FILE.

Copies of completed Department of State Treasurer Form 10-4 with all related backup correspondence, invoices, and other materials.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) and when released from all audits, whichever occurs later.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF SERVICES FOR THE BLIND
BUSINESS AFFAIRS
GENERAL ACCOUNTING
PAYROLL**

ITEM 1677. CANCELLED CHECKS FILE.

Cancelled checks detailing payment actions.

DISPOSITION INSTRUCTIONS: Superseded by the General Schedule for State Agency Records.
Destroy records currently held in the State Records Center 5 years from date received.

ITEM 6615. PAYROLL CHANGE TRANSMITTALS FILE.

Payroll change transmittals for codes served by the Central Payroll Section, Office of the State Controller.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) and when released from all audits, whichever occurs later.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF SERVICES FOR THE BLIND
CHARLOTTE DISTRICT OFFICE**

ITEM 1695. REHABILITATION CASES (CLOSED) FILE.

Closed rehabilitation cases processed by office. (Comply with provisions of Federal Code 34 CFR 361.49 regarding the confidentiality of clients' records in the possession of Division of Services for the Blind.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 3 year(s). Records will be held for agency in the State Records Center 7 additional years and then destroyed.

ITEM 6715. BUSINESS ENTERPRISE STAND AND VENDING FILE.

Records concerning active business enterprise stands and vending locations. File includes work planning and performance review records, status reports, operator income statements, rental agreements and contracts, financial statements, product sales records, contact reports on each stand, and other related records. (Records are separated as to active and inactive stands/locations.) (Comply with provisions of Federal Code 34 CFR 361.49 regarding the confidentiality of personal information in the possession of Division of Services for the Blind.)

DISPOSITION INSTRUCTIONS: Transfer active records to Business Enterprises Stand and Vending (Inactive) File when designated inactive. Destroy in office rental agreements and contracts 5 years after termination. Destroy in office financial records 1 year after released from all audits.

ITEM 6716. MEMORANDUMS AND PROGRAM REGULATIONS FILE.

Memorandums and regulation materials concerning the Business Enterprise Program. File includes materials regarding grievance and theft procedures, Randolph-Sheppard Act, and reference copies of workmen's compensation records.

DISPOSITION INSTRUCTIONS: Destroy in office workmen's compensation records after claim has been closed. Destroy in office remaining records after 2 years.

ITEM 6718. CLOSED INDEPENDENT-LIVING CASES FILE.

Closed independent-living cases processed by office. File includes correspondence, authorizations for training and supplies, and other related records. (Comply with provisions of Federal Code 34 CFR 361.49 regarding the confidentiality of clients' records in the possession of Division of Services for the Blind.)

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 6719. CLOSED BUT NOT REHABILITATED CASES FILE.

Individual rehabilitation case records that have been closed unsuccessfully following provision of services. File includes medical reports, eye examination reports, contact reports, and authorization forms. (Comply with provisions of Federal Code 34 CFR 361.49 regarding the confidentiality of clients' records in the possession of Division of Services for the Blind.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 8 year(s). Records will be held for agency in the State Records Center 8 additional years and then destroyed.

ITEM 6720. REHABILITATION PROGRAM AUTHORIZATIONS FILE.

Records concerning authorizations of payment to vendors.

DISPOSITION INSTRUCTIONS: Transfer to Rehabilitation Cases File after notification that vendor has been paid.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF SERVICES FOR THE BLIND
CHARLOTTE DISTRICT OFFICE**

ITEM 6721. REHABILITATION PROGRAM GUIDELINES AND GENERAL CORRESPONDENCE FILE.

Correspondence and memorandums concerning agency policies and rehabilitation program guidelines and regulations.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 6722. REJECTED CASES FILE.

Records concerning clients rejected from participation in rehabilitation programs. File includes surveys, economic need records, and physicians' reports of eye examinations. (Comply with provisions of Federal Code 34 CFR 361.49 regarding the confidentiality of clients' records in the possession of Division of Services for the Blind.)

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 6725. INDEPENDENT-LIVING CASES FILE.

Active records concerning independent-living clients. File includes contact reports, copies of authorizations, billings, and progress reports. (Comply with provisions of Federal Code 34 CFR 361.49 regarding the confidentiality of clients' records in the possession of Division of Services for the Blind.)

DISPOSITION INSTRUCTIONS: Transfer to Closed Independent-Living Cases File after closed.

ITEM 6726. INDEPENDENT-LIVING INSTRUCTORS' FILE.

Instructors' contracts, briefs, training assessment guides, and other pertinent information.

DISPOSITION INSTRUCTIONS: Destroy in office contracts 5 years after termination. Destroy in office remaining records when administrative value ends.

ITEM 6727. INDEPENDENT-LIVING RESOURCES FILE.

Resources information concerning the aged, diabetes, learning skills for children, skills for clients, and other related matters.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 6729. MANAGEMENT AND STATISTICAL FILE.

Policies, procedures, memorandums, and letters concerning the management of the Rehabilitation Program in the Western Region. File includes budget materials, program information concerning third party agreements, workshop programs, management by objective (MBO) reports, placement reports, and other statistical sheets concerning case-load management in the Western Region.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 6730. HEARING AID VENDORS CARD FILE.

Cards concerning each hearing aid vendor who has signed an agreement to provide services to agency's clients within the Charlotte District.

DISPOSITION INSTRUCTIONS: Destroy in office 3 year(s) after termination of agreement.

ITEM 6731. DRUG STORE CONTRACT CARD FILE.

Cards listing name and address of each drug store within the Charlotte District which has signed the billing and agency agreement to provide medications to agency clients.

DISPOSITION INSTRUCTIONS: Destroy in office 3 year(s) after termination of agreement.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF SERVICES FOR THE BLIND
CHARLOTTE DISTRICT OFFICE**

ITEM 6732. CLIENT EQUIPMENT CARD FILE.

Card listing types of equipment and serial and model numbers of equipment that have been loaned to rehabilitation clients.

DISPOSITION INSTRUCTIONS: Destroy in office 5 years after ownership is turned over to client or equipment is returned to agency.

ITEM 6733. CIVIL RIGHTS COMPLIANCE FILE.

Cards listing names, addresses, and other pertinent information concerning individuals and organizations which have signed civil rights compliance forms.

DISPOSITION INSTRUCTIONS: Destroy in office 5 years after individual or organization is no longer affiliated with the agency.

ITEM 6739. REHABILITATION REVOLVING FUND FILE.

Forms (DSB-0515) providing appropriate authorizations to complete billing for reimbursements. File includes correspondence and procedures, bank statements, reconciliations, and previous checkbooks.

DISPOSITION INSTRUCTIONS: Destroy in office after 6 year(s) and when released from all audits, whichever occurs later.

ITEM 6740. MEDICAL FILE.

Records concerning medical care provided to clients. File includes or concerns correspondence, eye clinic schedules, optician assignment schedules, applications for certification of eye care, eye examination reports, authorization forms, certification of need records, paid bills, medical billings and reimbursement records, procedures, post-operative records, and various other district office records. (Comply with provisions of Federal Code 34 CFR 361.49 regarding the confidentiality of clients' records in the possession of Division of Services for the Blind.)

DISPOSITION INSTRUCTIONS: Destroy in office 3 years after case is closed and when released from all audits, whichever occurs later.

ITEM 6741. CLINIC RECORDS (MEDICAL EYE CARE PROGRAM) FILE.

County correspondence concerning clinics. File includes copies of agreements for clinics with opticians and listings of clinic doctors.

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy in office immediately.

ITEM 6742. STATISTICAL RECORDS FILE.

County statistical reports concerning summaries of activities and intraagency referrals.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 6743. MEDICAL CASES FILE.

Reference copies of information concerning medical care provided to clients. File includes physicians' reports on eye examinations, certification of need forms, authorizations for surgery, hospitalization and treatment records, and copies of bills and correspondence regarding patients. (Comply with provisions of Federal Code 34 CFR 361.49 regarding the confidentiality of clients' records in the possession of Division of Services for the Blind.)

DISPOSITION INSTRUCTIONS: Destroy in office 3 years after case is closed and when released from all audits, whichever occurs later.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF SERVICES FOR THE BLIND
CHARLOTTE DISTRICT OFFICE**

ITEM 6744. EYE REPORTS FILE.

Individual eye reports from division clinics and doctors. (Comply with provisions of Federal Code 34 CFR 361.49 regarding the confidentiality of clients' records in the possession of Division of Services for the Blind.)

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 6745. STATISTICAL COUNTING FILE.

Computer printouts detailing summaries of activities and intraagency referrals.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 6746. CLINIC BILLING FILE.

Forms used in clinic billing. File includes copies of physicians' bills.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) and when released from all audits, whichever occurs later.

ITEM 6747. MEDICAL CORRESPONDENCE FILE.

Memorandums, clinic agreements, and correspondence.

DISPOSITION INSTRUCTIONS: Destroy in office agreements 5 years after termination. Destroy in office remaining records after 5 years.

ITEM 6748. ORIENTATION AND MOBILITY CASES FILE.

Correspondence, referral and authorization forms, and contact reports concerning clients. (Comply with provisions of Federal Code 34 CFR 361.49 regarding the confidentiality of clients' records in the possession of Division of Services for the Blind.)

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

ITEM 6749. ORIENTATION AND MOBILITY CARD FILE.

Cards listing clients' names, addresses, county of residence, telephone numbers, and names of persons referring clients. (Comply with provisions of Federal Code 34 CFR 361.49 regarding the confidentiality of clients' records in the possession of Division of Services for the Blind.)

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy in office immediately.

ITEM 6751. SOCIAL SERVICES COUNTY CORRESPONDENCE FILE.

Memorandums and correspondence concerning counties assigned to Charlotte District Office. File includes budget materials for each county.

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy in office immediately.

ITEM 6754. STATISTICAL INFORMATION FILE.

Statistical data sheets received from workers concerning district services.

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy in office immediately.

ITEM 6756. REFERENCE MATERIALS FILE.

Manuals concerning medical/eye care and social services programs.

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy in office immediately.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF SERVICES FOR THE BLIND
CHARLOTTE DISTRICT OFFICE**

ITEM 6758. REHABILITATION CASES FILE.

Active rehabilitation cases containing correspondence and physicians' reports of eye examinations of clients. File includes records concerning the economic need of clients, certifications of eligibility, contact reports, survey interview records, and other examination forms. (Comply with provisions of Federal Code 34 CFR 361.49 regarding the confidentiality of clients' records in the possession of Division of Services for the Blind.)

DISPOSITION INSTRUCTIONS: Transfer to Rehabilitation Cases (Closed) File when closed.

ITEM 6759. BUSINESS ENTERPRISE STAND AND VENDING (INACTIVE) FILE.

Records concerning inactive business enterprise stands and vending locations. (Comply with provisions of Federal Code 34 CFR 361.49 regarding the confidentiality of personal information in the possession of Division of Services for the Blind.)

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF SERVICES FOR THE BLIND
DEPUTY DIRECTOR'S OFFICE**

ITEM 1655. CORRESPONDENCE FILE.

Correspondence concerning the administrative process and day-to-day needs within the division. File includes reports, project information, and national and local convention and organization records regarding persons who are blind or visually impaired.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 3 year(s). Records will be held for agency in the State Records Center 5 additional years and then destroyed.

ITEM 6476. CLIENTS RECORDS FILE.

Records concerning accepted rehabilitation clients who are employees of the division. (Comply with provisions of Federal Code 34 CFR 361.49 regarding the confidentiality of clients' records in the possession of Division of Services for the Blind.)

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 6477. CIVIL RIGHTS FILE.

Records concerning compliance with the Civil Rights Act of 1964. File includes reviews and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF SERVICES FOR THE BLIND
DIRECTOR'S OFFICE**

ITEM 1653. COMMISSION MEETINGS FILE.

Director's reports prepared for the commission. File includes or concerns new business of the commission, agendas, and correspondence used by the secretary of the commission at commission meetings and in preparing minutes.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 year(s). Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 1654. DIRECTOR'S ADMINISTRATIVE CORRESPONDENCE FILE.

Administrative correspondence received or generated by the Director's Office.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 4 year(s). Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 6473. MINUTES OF THE COMMISSION FOR THE BLIND FILE.

Minutes of the Commission for the Blind. Amended 2-14-03

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 years. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Transfer records currently being held for agency in the State Records Center to the custody of the Archives 5 years from date received.

ITEM 6474. MINUTES OF THE BUREAU OF EMPLOYMENT FOR THE BLIND FILE.

Minutes of the Bureau of Employment for the Blind.

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer to the State Records Center immediately. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF SERVICES FOR THE BLIND
FAYETTEVILLE DISTRICT OFFICE**

ITEM 1690. REHABILITATION CASES (CLOSED) FILE.

Closed rehabilitation cases processed by office. (Comply with provisions of Federal Code 34 CFR 361.49 regarding the confidentiality of clients' records in the possession of Division of Services for the Blind.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 3 year(s). Records will be held for agency in the State Records Center 7 additional years and then destroyed.

ITEM 6674. REHABILITATION CASES FILE.

Active rehabilitation cases containing correspondence and physicians' reports of eye examinations of clients. File includes records concerning the economic needs of clients, certifications of eligibility, contact reports, survey interview records, and other examination forms. (Comply with provisions of Federal Code 34 CFR 361.49 regarding the confidentiality of clients' records in the possession of Division of Services for the Blind.)

DISPOSITION INSTRUCTIONS: Transfer to Rehabilitation Cases (Closed) File when closed.

ITEM 6675. COUNTY CORRESPONDENCE FILE.

Clinic lists, correspondence, and information concerning each individual county.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 6676. GLAUCOMA REGISTER FILE.

Cards listing names of clients, addresses, dates of examinations, and recommendations. (Comply with provisions of Federal Code 34 CFR 361.49 regarding the confidentiality of clients' records in the possession of Division of Services for the Blind.)

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy in office immediately.

ITEM 6677. SUBJECT FILE.

Correspondence and memorandums from the division, concession stands, rehabilitation centers, Lions Clubs, and other organizations affiliated with the division.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 6680. STATE, REGIONAL, AND DISTRICT CORRESPONDENCE FILE.

Records created and received by department heads. File includes correspondence and memorandums relating to department heads' responsibilities.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 6681. SOCIAL SERVICES COUNTY CORRESPONDENCE FILE.

County departments of social services correspondence, social workers' reports, and memorandums from staff.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 6682. REFERRALS FILE.

Correspondence and referral materials concerning establishing clients' eligibility for participation in rehabilitation programs. File includes reports from physicians, clinics, hospitals, and other sources. (Comply with provisions of Federal Code 34 CFR 361.49 regarding the confidentiality of clients' records in the possession of Division of Services for the Blind.)

DISPOSITION INSTRUCTIONS: Transfer to Rehabilitation Cases File when accepted or to Rejected Cases File when rejected.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF SERVICES FOR THE BLIND
FAYETTEVILLE DISTRICT OFFICE**

ITEM 6684. REJECTED CASES FILE.

Records concerning clients rejected from participation in rehabilitation programs. File includes survey interviews, economic need records, and physicians' reports of eye examinations. (Comply with provisions of Federal Code 34 CFR 361.49 regarding the confidentiality of clients' records in the possession of Division of Services for the Blind.)

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 6685. REHABILITATION REPORTS FILE.

Records used to report activities and accomplishments of clients involved in rehabilitation programs. (Comply with provisions of Federal Code 34 CFR 361.49 regarding the confidentiality of clients' records in the possession of Division of Services for the Blind.)

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 6686. MASTER LIST FILE.

Records listing names of clients for each counselor. (Comply with provisions of Federal Code 34 CFR 361.49 regarding the confidentiality of clients' records in the possession of Division of Services for the Blind.)

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 6687. MEDICAL FILE.

Records concerning medical care provided to clients. File includes correspondence, eye clinic schedules, optician assignment schedules, applications for certification of eye care, eye examination reports, authorization forms, certification of need records, paid bills, medical billing and reimbursement records, procedures, glaucoma screening records, post-operative records, and various other district office records. (Comply with provisions of Federal Code 34 CFR 361.49 regarding the confidentiality of clients' records in the possession of Division of Services for the Blind.)

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) and when released from all audits, whichever occurs later.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF SERVICES FOR THE BLIND
GOVERNOR MOREHEAD SCHOOL
ADMINISTRATIVE OFFICER**

ITEM 6300. TRUST ACCOUNT FILE.

Correspondence, vouchers, bills, and supporting papers concerning the following trusts: Hass Fund, Harriet M. Meyer Fund, Freeland Estate, Simpson Fund, Philpot Clothing Fund, Carrie Costner Loan Fund, and Student Fund. File may include wills, court papers, and trust agreements. Amended 7-29-03

DISPOSITION INSTRUCTIONS: Function and records transferred to the Office of Education Services.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF SERVICES FOR THE BLIND
GOVERNOR MOREHEAD SCHOOL
COMPREHENSIVE CLINIC**

ITEM 2206. INACTIVE STUDENTS RECORDS FILE.

Inactive Governor Morehead School students records. (Comply with provisions of Federal Code 34 CFR 361.49 regarding confidentiality of personal records in the possession of Governor Morehead School.) Amended 7-29-03

DISPOSITION INSTRUCTIONS: Function and records transferred to the Office of Education Services.

ITEM 6296. ACTIVE STUDENTS RECORDS FILE.

Active Governor Morehead School students records. File includes admission information, medical information, correspondence, evaluations, and various other social or academic records. (Comply with provisions of Federal Code 34 CFR 361.49 regarding confidentiality of personal records in the possession of Governor Morehead School.) Amended 7-29-03

DISPOSITION INSTRUCTIONS: Function and records transferred to the Office of Education Services.

ITEM 6298. N.C. PUBLIC SCHOOL REGISTER FILE.

Register listing individual student's grades and absenteeism information. (Comply with provisions of Federal Code 34 CFR 361.49 regarding confidentiality of personal records in the possession of Governor Morehead School.) Amended 7-29-03

DISPOSITION INSTRUCTIONS: Function and records transferred to the Office of Education Services.

ITEM 6299. COMPREHENSIVE CLINIC DIRECTOR'S SUBJECT FILE.

Records concerning Governor Morehead School operations or management. File includes or concerns correspondence, memorandums, catalogs, infirmary, students' insurance information, statistical records, American Printing House correspondence, reference copies of bills and orders, and various other records. Amended 7-29-03

DISPOSITION INSTRUCTIONS: Function and records transferred to the Office of Education Services.

ITEM 6341. SUMMER CONFERENCE FILE.

Records concerning potential students who may attend summer conference at the Governor Morehead School. Amended 7-29-03

DISPOSITION INSTRUCTIONS: Function and records transferred to the Office of Education Services.

ITEM 6344. NON-STUDENTS EVALUATIONS FILE.

Records concerning children who are referred by local education agencies for evaluation. File includes evaluation reports. (Comply with provisions of Federal Code 34 CFR 361.49 regarding confidentiality of personal records in the possession of Governor Morehead School. Amended 7-29-03

DISPOSITION INSTRUCTIONS: Function and records transferred to the Office of Education Services.

ITEM 6346. COUNSELORS' SUBJECT FILE.

Records concerning colleges, technical schools, information sources, follow-up studies, office administration, travel, and various other records relating to counseling of students. Amended 7-29-03

DISPOSITION INSTRUCTIONS: Function and records transferred to the Office of Education Services.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF SERVICES FOR THE BLIND
GOVERNOR MOREHEAD SCHOOL
COMPREHENSIVE CLINIC**

ITEM 31334. SECRETARIAL FILE.

Comprehensive Clinic staff time sheets, requisitions and purchase orders, referrals, and miscellaneous information. Amended 7-29-03

DISPOSITION INSTRUCTIONS: Function and records transferred to the Office of Education Services.

ITEM 31335. PSYCHOLOGISTS FILE.

Records concerning students psychologist's evaluation reports and raw data. (Comply with provisions of Federal Code 34 CFR 361.49 regarding confidentiality of personal records in the possession of Governor Morehead School.) Amended 7-29-03

DISPOSITION INSTRUCTIONS: Function and records transferred to the Office of Education Services.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF SERVICES FOR THE BLIND
GOVERNOR MOREHEAD SCHOOL
COTTAGE LIFE**

ITEM 6351. CORRESPONDENCE AND MEMORANDUMS FILE.

Correspondence and memorandums prepared by the Director of Cottage Life. Amended 7-29-03

DISPOSITION INSTRUCTIONS: Function and records transferred to the Office of Education Services.

ITEM 6352. TRANSPORTATION REPORTS FILE.

Records concerning transportation of children at the Governor Morehead School. Amended 7-29-03

DISPOSITION INSTRUCTIONS: Function and records transferred to the Office of Education Services.

ITEM 6354. COTTAGE INFORMATION FILE.

Capacity reports, health inspection reports, recreation reports, and records concerning school furniture. Amended 7-29-03

DISPOSITION INSTRUCTIONS: Function and records transferred to the Office of Education Services.

ITEM 6356. PROGRESS REPORTS FILE.

Records concerning children and their adjustment to living on campus at the Governor Morehead School. (Comply with provisions of Federal Code 34 CFR 361.49 regarding confidentiality of personal records in the possession of Governor Morehead School.) Amended 7-29-03

DISPOSITION INSTRUCTIONS: Function and records transferred to the Office of Education Services.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF SERVICES FOR THE BLIND
GOVERNOR MOREHEAD SCHOOL
FOOD SERVICES**

ITEM 6357. FOOD SERVICE FILE.

Records concerning management and operation of the Food Services unit. File includes various financial records, school lunch planning records, and other related records. Amended 7-29-03

DISPOSITION INSTRUCTIONS: Function and records transferred to the Office of Education Services.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF SERVICES FOR THE BLIND
GOVERNOR MOREHEAD SCHOOL
INFIRMARY**

ITEM 6347. STUDENT HEALTH CHARTS FILE.

Records concerning health care administered to students at Governor Morehead School. (Comply with provisions of Federal Code 34 CFR 361.49 regarding confidentiality of personal records in the possession of Governor Morehead School.) Amended 7-29-03

DISPOSITION INSTRUCTIONS: Function and records transferred to the Office of Education Services.

ITEM 6348. HEALTH PROGRAM DAILY REPORT FILE.

Reports concerning daily visits to the infirmary by students. (Comply with provisions of Federal Code 34 CFR 361.46 regarding confidentiality of personal records in the possession of Governor Morehead School.) Amended 7-29-03

DISPOSITION INSTRUCTIONS: Function and records transferred to the Office of Education Services.

ITEM 6349. DAILY MEDICATION CHARTS FILE.

Records concerning medication administered to students at the infirmary. File includes daily controlled substance log. (Comply with provisions of Federal Code 34 CFR 361.49 regarding confidentiality of personal records in the possession of Governor Morehead School.) Amended 7-29-03

DISPOSITION INSTRUCTIONS: Function and records transferred to the Office of Education Services.

ITEM 6350. MONTHLY MEDICAL REPORTS FILE.

Medical reports concerning students' monthly visits to the infirmary. Amended 7-29-03

DISPOSITION INSTRUCTIONS: Function and records transferred to the Office of Education Services.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF SERVICES FOR THE BLIND
GOVERNOR MOREHEAD SCHOOL
PRINCIPAL'S OFFICE (LOWER SCHOOL, HIGH SCHOOL, PRESCHOOL, AND ALTERNATIVE PROGRAM)**

ITEM 6337. PRINCIPAL'S ADMINISTRATIVE FILE.

Records used to administer the Governor Morehead School principal's office. File includes or concerns schools visited by the principal, workshops attended by the principal, book and equipment inventories, student addresses, correspondence, donations, school reports prepared by the principal, and sales and use tax reports. Amended 7-29-03

DISPOSITION INSTRUCTIONS: Function and records transferred to the Office of Education Services.

ITEM 6338. STUDENTS' STORE AND STUDENT ACTIVITIES ACCOUNTS FILE.

Bank statements, cancelled checks, receipts and disbursement ledgers, and invoices concerning students' store and students' activities accounts. Amended 7-29-03

DISPOSITION INSTRUCTIONS: Function and records transferred to the Office of Education Services.

ITEM 6339. SUBJECT FILE.

Reference copies of publications, requisitions, student information, school program records, association and foundation records, correspondence, and award records. Amended 7-29-03

DISPOSITION INSTRUCTIONS: Function and records transferred to the Office of Education Services.

ITEM 6340. VOCATIONAL TRAINING PROGRAMS FILE.

Records concerning vocational training programs at the Governor Morehead School. File includes correspondence, memorandums, reference copies of time and travel records, and other related records. Amended 7-29-03

DISPOSITION INSTRUCTIONS: Function and records transferred to the Office of Education Services.

ITEM 31336. CUMULATIVE FILE.

Individual education plans concerning each student. File includes academic information, report cards, correspondence, and Scholastic Aptitude Test, competence, and achievement testing results. (Comply with provisions of Federal Code 34 CFR 361.49 regarding confidentiality of personal records in the possession of Governor Morehead School. Amended 7-29-03

DISPOSITION INSTRUCTIONS: Function and records transferred to the Office of Education Services.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF SERVICES FOR THE BLIND
GOVERNOR MOREHEAD SCHOOL
SUPERINTENDENT'S OFFICE**

ITEM 2203. GOVERNOR MOREHEAD SCHOOL BOARD MEMBERS FILE.

Correspondence, memorandums, biographical data, and other information concerning board members.
Amended 7-29-03

DISPOSITION INSTRUCTIONS: Function and records transferred to the Office of Education Services.

ITEM 2204. GOVERNOR MOREHEAD SCHOOL BOARD MINUTES FILE.

Official minutes of the Board of Directors. (This is an essential agency record.) Amended 7-29-03

DISPOSITION INSTRUCTIONS: Function and records transferred to the Office of Education Services.

ITEM 6284. SUPERINTENDENT'S SUBJECT FILE.

Records concerning the administration and operation of the school. File includes correspondence with associations, councils, foundations, Department of Human Resources, General Assembly, and various other organizations. File concerns all facets of school management. Amended 7-29-03

DISPOSITION INSTRUCTIONS: Function and records transferred to the Office of Education Services.

ITEM 6287. TRANSITORY CORRESPONDENCE FILE.

Reference copies of Director's routine outgoing correspondence. Amended 7-29-03

DISPOSITION INSTRUCTIONS: Function and records transferred to the Office of Education Services.

ITEM 6291. SCHOOLS FOR THE BLIND FILE.

Correspondence with other schools for the blind. Amended 7-29-03

DISPOSITION INSTRUCTIONS: Function and records transferred to the Office of Education Services.

ITEM 6293. GOVERNOR MOREHEAD SCHOOL HISTORY FILE.

Scrapbook collection of news articles and historical data concerning the school's achievements.
Amended 7-29-03

DISPOSITION INSTRUCTIONS: Function and records transferred to the Office of Education Services.

ITEM 6295. DRAWINGS/SPECIFICATIONS/BLEUPRINTS FILE.

Reference copies of records concerning buildings on the campus of the Governor Morehead School.
Amended 7-29-03

DISPOSITION INSTRUCTIONS: Function and records transferred to the Office of Education Services.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF SERVICES FOR THE BLIND
GREENVILLE REGIONAL AND DISTRICT OFFICE**

ITEM 1691. REHABILITATION CASES (CLOSED) FILE.

Closed rehabilitation cases processed by office. (Comply with provisions of Federal Code 34 CFR 361.49 regarding the confidentiality of clients' records in the possession of Division of Services for the Blind.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 3 year(s). Records will be held for agency in the State Records Center 7 additional years and then destroyed.

ITEM 6652. REHABILITATION CASES FILE.

Active rehabilitation cases containing correspondence and physicians' reports of eye examinations of clients. File includes records concerning the economic need of clients, certifications of eligibility, contact reports, survey interview records, and other examination forms. (Comply with provisions of Federal Code 34 CFR 361.49 regarding the confidentiality of clients' records in the possession of Division of Services for the Blind.)

DISPOSITION INSTRUCTIONS: Transfer to Rehabilitation Cases (Closed) File when closed.

ITEM 6653. BUSINESS ENTERPRISE STANDS AND VENDING FILE.

Records concerning active business enterprise stands and vending locations. File includes work planning and performance review records, status reports, operator income statements, rental agreements and contracts, financial statements, product sale records, and contact reports on each stand. (Comply with provisions of Federal Code 34 CFR 361.49 regarding the confidentiality of personal information in the possession of Division of Services for the Blind.)

DISPOSITION INSTRUCTIONS: Transfer active records to Business Enterprise Stands and Vending (Inactive) File when designated inactive. Destroy in office rental agreements and contracts 5 years after termination. Destroy in office financial records 1 year after released from all audits. Destroy in office remaining records after 3 years.

ITEM 6654. OPHTHALMOLOGIST/OPTOMETRIST REPORTS OF EYE EXAMINATIONS FILE.

Eye examination reports and surgical reports concerning clients. (Comply with provisions of Federal Code 34 CFR 361.49 regarding the confidentiality of clients' records in the possession of Division of Services for the Blind.)

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 6655. COUNTY CLINICS FILE.

Correspondence and lists concerning clinics' billing forms.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) and when released from all audits, whichever occurs later.

ITEM 6657. REFERRALS FILE.

Correspondence and referral materials concerning the establishing of clients' eligibility for participation in rehabilitation programs. File includes reports from physicians, clinics, hospitals, and other sources. (Comply with provisions of Federal Code 34 CFR 361.49 regarding the confidentiality of clients' records in the possession of Division of Services for the Blind.)

DISPOSITION INSTRUCTIONS: Transfer to Rehabilitation Cases File when accepted or to Rejected Cases File when rejected.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF SERVICES FOR THE BLIND
GREENVILLE REGIONAL AND DISTRICT OFFICE**

ITEM 6658. REJECTED CASES FILE.

Records concerning clients rejected from participation in rehabilitation programs. File includes survey interviews, economic need records, and physicians' reports of eye examination. (Comply with provisions of Federal Code 34 CFR 361.49 regarding the confidentiality of clients' records in the possession of Division of Services for the Blind.)

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 6659. BUSINESS ENTERPRISE STANDS AND VENDING (INACTIVE) FILE.

Records concerning inactive business enterprise stands and vending locations. (Comply with provisions of Federal Code 34 CFR 361.49 regarding the confidentiality of personal information in the possession of Division of Services for the Blind.)

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 6660. SUBJECT FILE.

Various subject information and memorandums concerning rehabilitation matters.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 6661. REHABILITATION REPORTS FILE.

Forms used to report activities and accomplishments of clients involved in rehabilitation programs. (Comply with provisions of Federal Code 34 CFR 361.49 regarding the confidentiality of clients' records in the possession of Division of Services for the Blind.)

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 6663. CASE-RELATED CORRESPONDENCE FILE.

Correspondence to and from county departments of social services relating to service, delivery, and policy.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 6666. GENERAL RESOURCES IN WORK FOR THE BLIND FILE.

Descriptive literature, program brochures, and applications for stand operators.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 6667. PROGRAMS FILE.

Service descriptions, directives, policy interpretations, and correspondence related to administration of the medical and social services programs.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 6668. MEDICAL FILE.

Records concerning medical care provided to clients. File includes correspondence, eye clinic schedules, optician assignment schedules, applications for certification of eye care, eye examination reports, authorization forms, certification of need records, paid bills, medical billing and reimbursement records, procedures, glaucoma screening records, post-operative records, and various other district office records. (Comply with provisions of Federal Code 34 CFR 361.49 regarding the confidentiality of clients' records in the possession of Division of Services for the Blind.)

DISPOSITION INSTRUCTIONS: Destroy in office 3 years after case is closed and when released from all audits, whichever occurs later.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF SERVICES FOR THE BLIND
NORTH CENTRAL REGION OFFICE**

ITEM 6636. JOB SPECIFICATIONS FILE.

Position descriptions, qualification requirements, and job studies for positions being upgraded and new positions.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to the Western Regional Office and/or the Winston-Salem District Office.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF SERVICES FOR THE BLIND
PERSONNEL**

ITEM 1659. PERSONNEL FILE.

Records concerning inactive employees of the division. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding the confidentiality of personnel records.) Amended 7-20-02

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 5 years after employee terminates service. Records will be held for agency in the State Records Center 25 additional years and then destroyed. Destroy records currently held in the State Records Center 30 years from date of record.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF SERVICES FOR THE BLIND
PROGRAMS AND FACILITIES
ASSISTANT DIRECTOR PROGRAM AND FACILITIES**

ITEM 6502. CORRESPONDENCE AND PROGRAMS FILE.

Information concerning federal regulations, reports, correspondence from state and county agencies and organizations, agreements, manuals, contracts, workshops, guidelines, management by objective (MBO) and Planning Budget System (PBS) information, Administrative Procedures Act and affirmative action plan, correspondence from the division staff, board reports, and budget information.

DISPOSITION INSTRUCTIONS: Destroy in office agreements and contracts 3 years after termination. Destroy in office Administrative Procedures Act records and affirmative action plan when administrative value ends. Destroy in office remaining records after 2 years.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF SERVICES FOR THE BLIND
PROGRAMS AND FACILITIES
BUSINESS ENTERPRISES**

ITEM 1680. CLOSED STANDS FILE.

Records concerning closed stands. File includes contracts, financial correspondence, interoffice memorandums, inspection reports, authorizations to purchase, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 year(s). Records will be held for agency in the State Records Center 5 additional years and then destroyed.

ITEM 1681. SELF-EMPLOYMENT PROGRAM (SEP) FILE.

Information generated and accumulated within SEP. File includes correspondence, reports, projects, gift show information, small-business projects, and other related material.

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer to the State Records Center immediately. Records will be held for agency in the State Records Center 5 additional years and then destroyed.

ITEM 1682. INACTIVE STAND OPERATORS FILE.

Records documenting employment of former stand operators. (Comply with provisions of Federal Code 34 CFR 361.49 regarding the confidentiality of personal information in the possession of Division of Services for the Blind.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 5 years after employee terminates service. Records will be held for agency 25 additional years and then destroyed.

ITEM 6530. STAND COMMITTEE PROGRAM FILE.

Correspondence concerning election of members, tapes of meetings, bylaws, election procedures, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 year(s). Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 6531. STAND COMMITTEE MINUTES FILE.

Minutes of the Stand Committee.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 year(s) to be microfilmed for permanent security storage in the Archives vault. Paper records will be destroyed in the State Records Center after microfilming.

ITEM 6533. INACTIVE BUSINESS ENTERPRISE GENERAL CORRESPONDENCE FILE.

Correspondence concerning special studies, federal census reports, manual revisions, proposed locations, training meetings, and other related subjects.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 6539. ACTIVE STANDS FILE.

Records concerning individual stands currently operating in the state. File includes contracts, financial correspondence, interoffice memorandums, inspection reports, and authorizations to purchase.

DISPOSITION INSTRUCTIONS: Transfer to the Closed Stands File when designated inactive.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF SERVICES FOR THE BLIND
PROGRAMS AND FACILITIES
BUSINESS ENTERPRISES**

ITEM 6541. BUSINESS ENTERPRISES CORRESPONDENCE FILE.

Records concerning other state agencies, blind associations, federal agencies, Department of Health and Human Services (HHS) annual reports, travel regulations, and the Randolph Sheppard Act.

DISPOSITION INSTRUCTIONS: Transfer HHS records to the State Records Center after 10 years. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Destroy in office remaining records when administrative value ends.

ITEM 6543. OFFICE CORRESPONDENCE FILE.

Correspondence generated and accumulated by the division. File includes memorandums, departmental directives, procedures, guidelines, and other related information.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 6546. ACTIVE STAND OPERATORS FILE.

Personnel records of stand operators employed by the Department of Human Resources. File includes operator action forms, personnel evaluation and action records, correspondence, and leave and training records. (Comply with provisions of Federal Code 34 CFR 361.49 regarding the confidentiality of personal information in the possession of Division of Services for the Blind.)

DISPOSITION INSTRUCTIONS: Transfer to Inactive Stand Operators File when designated inactive.

ITEM 6548. ACTIVE PROJECTS FILE.

Blueprints, equipment lists, and correspondence concerning renovations or new stand construction.

DISPOSITION INSTRUCTIONS: Transfer to the Completed Projects File when completed.

ITEM 6549. COMPLETED PROJECTS FILE.

Blueprints, equipment lists, and correspondence concerning renovations or new stand construction.

DISPOSITION INSTRUCTIONS: Transfer to the Closed Stands File when designated inactive.

ITEM 6552. EASTERN REGIONAL BUSINESS ENTERPRISES SUPERVISORS' GENERAL CORRESPONDENCE FILE.

Supplemental information to Active Operator and Active Stands Files. File includes correspondence, contract reports, and other related records concerning trainees.

DISPOSITION INSTRUCTIONS: Transfer operator/stand information to Closed Stands File or Inactive Stand Operators File when designated inactive. Destroy in office trainee records when administrative value ends.

ITEM 6553. WESTERN REGIONAL BUSINESS ENTERPRISES SUPERVISORS' GENERAL CORRESPONDENCE FILE.

Correspondence, contract reports, and other records concerning trainees.

DISPOSITION INSTRUCTIONS: Transfer operator/stand information to Closed Stands File or Inactive Stand Operators File when designated inactive. Destroy in office trainee records when administrative value ends.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF SERVICES FOR THE BLIND
PROGRAMS AND FACILITIES
MEDICAL/EYE CARE**

ITEM 6524. EYE REPORTS FOR INCOME TAX PURPOSES FILE.

Certifications of income tax exemptions for North Carolina residents with eye disabilities. (Comply with provisions of Federal Code 34 CFR 361.49 regarding the confidentiality of clients' records in the possession of Division of Services for the Blind.)

DISPOSITION INSTRUCTIONS: Destroy in office after patient completes 3 successive years without requesting certification.

ITEM 6525. CHIEF MEDICAL PROGRAM GENERAL CORRESPONDENCE FILE.

Records concerning the organization and daily operation of the section. File includes correspondence, memorandums, reports, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 6526. EYE CLINIC LIST FILE.

Statistical reports concerning services provided to clients for each quarter. (Comply with provisions of Federal Code 34 CFR 361.49 regarding the confidentiality of clients' records in the possession of Division of Services for the Blind.)

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 6527. CONSULTANT SERVICES FILE.

Eye reports given to ophthalmologists and/or optometrists who were reviewed for services. (Comply with provisions of Federal Code 34 CFR 361.49 regarding the confidentiality of clients' records in the possession of Division of Services for the Blind.)

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 6528. MEDICAL/EYE CARE PROGRAM MANUAL FILE.

Original printing proofs of manuals concerning medical/eye care program.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 6529. FIELD STAFF GENERAL CORRESPONDENCE FILE.

Records concerning the organization and daily operation of the division. File includes correspondence, memorandums, reports, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF SERVICES FOR THE BLIND
PROGRAMS AND FACILITIES
REHABILITATION SERVICES**

ITEM 6507. STAFF DEVELOPMENT PROFILES FILE.

Correspondence concerning individuals who have participated in rehabilitation-related training seminars, institutes, workshops, or other specialized training programs.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 6508. GENERAL VOCATIONAL REHABILITATION IN-SERVICE TRAINING FILE.

Correspondence and memorandums concerning in-service training activities, grants, training topics, federal and state regulations, and related subjects.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 6509. GENERAL VOCATIONAL REHABILITATION FILE.

Correspondence and memorandums concerning vocational rehabilitation activities. File concerns the Evaluation Unit, Rehabilitation Center for the Blind, workshops for the blind, in-service training seminars, budgetary information, district offices, federal regulations, directives and reports, contracts, and agreements.

DISPOSITION INSTRUCTIONS: Destroy in office contracts and agreements 3 years after termination. Destroy in office remaining records when administrative value ends.

ITEM 6510. GENERAL OPHTHALMOLOGICAL FILE.

Requests from the field staff for eligibility determinations, medical consultations, approvals for providing extraordinary services, and fees for same.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 6511. SELF-EMPLOYMENT SMALL BUSINESS PROJECTS FILE.

Records concerning approved small business project proposals which are monitored by the division.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 6512. REHABILITATION DEPUTY CHIEF-GENERAL CORRESPONDENCE (EASTERN REGIONAL) FILE.

Correspondence, federal regulations, and memorandums concerning rehabilitation supervision. File includes correspondence sent to field staff and case review information.

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy in office immediately.

ITEM 6513. REHABILITATION DEPUTY CHIEF-GENERAL CORRESPONDENCE (WESTERN NORTH CAROLINA) FILE.

Correspondence, federal regulations, and memorandums concerning rehabilitation supervision. File includes correspondence sent to field staff and case review information.

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy in office immediately.

ITEM 6514. SPECIAL FUNDS PROGRAM FILE.

Records concerning Social Security Income (SSI) and Social Security Disability Income (SSDI) special funds programs. File includes requests for verification of special funds programs, tracking files on verifications, certifications and decertifications, reports, child referrals, and refusals.

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy in office immediately.

ITEM 6515. REHABILITATION TITLE V AFFIRMATIVE ACTION FOR THE HANDICAPPED FILE.

Reference copies of information concerning facilities surveys, compliance, affirmative action, and legislation.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF SERVICES FOR THE BLIND
PROGRAMS AND FACILITIES
REHABILITATION SERVICES**

ITEM 6516. SHELTERED WORKSHOPS FOR THE BLIND FILE.

Records concerning grants and subgrant proposals and related correspondence, workshop equipment requisitions, workshop standard reviews, monthly and quarterly workshop reports, audit reports, cooperative agreements, long-range planning records, and workshop legislation.

DISPOSITION INSTRUCTIONS: Destroy in office after 6 year(s) if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF SERVICES FOR THE BLIND
PROGRAMS AND FACILITIES
SOCIAL SERVICES
ADMINISTRATION**

ITEM 1683. SPECIAL ASSISTANCE FOR THE BLIND CASE FILE.

Correspondence and forms used in the application process. File includes ongoing payment information.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 2 years after designated inactive. Records will be held for agency in the State Records Center 5 additional years and then destroyed.

ITEM 3443. TITLE XX FILE.

Independent-living services records, memorandums, budgets, Title XX contracts, Title XX training records, Title XX reports, and Title XX needs assessment records. File includes or concerns independent-living services manual materials (numerical memorandums on periodical changes), special assistance for the blind statistics, recreation contracts, service plans, Title XX publications and independent-living services publications, training materials, and newsletters.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 2 year(s). Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF SERVICES FOR THE BLIND
PROGRAMS AND FACILITIES
SOCIAL SERVICES
EVALUATION AND STATISTICS**

ITEM 1658. PLANNING, PROGRAM EVALUATION, AND STATISTICS FILE.

Records concerning agency planning, program evaluations, and statistics. File includes annual plans of work, rehabilitation case reviews, evaluation reports, federal regulations and reports, correspondence, rehabilitation statistical reports, client status system instructions, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 year(s). Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 6494. TITLE XX EVALUATION FILE.

Title XX and medical eye care regulations, evaluations, reports, and special studies.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 6495. CLIENTS' STATUS SYSTEM FILE.

Computer printouts concerning clients. Information includes data concerning clients served by the various diversified programs. (Comply with provisions of Federal Code 34 CFR 361.49 regarding the confidentiality of clients' records in the possession of Division of Services for the Blind.)

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 6496. REHABILITATION CASE RECORD REPORTS FILE.

Required federal reports concerning clients terminated by the Rehabilitation Program. (Comply with provisions of Federal Code 34 CFR 361.49 regarding the confidentiality of clients' records in the possession of Division of Services for the Blind.)

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 6497. REGISTER FOR THE BLIND FILE.

Eye reports, physicians' reports, and computer printouts listing names of individuals on the register of the blind who are served by the agency. (Comply with provisions of Federal Code 34 CFR 361.49 regarding the confidentiality of clients' records in the possession of Division of Services for the Blind.)

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

ITEM 6498. AGENCY FORMS HISTORY FILE.

Approved forms used by the division. File includes forms that have been declared obsolete.

DISPOSITION INSTRUCTIONS: Destroy in office 2 years after form is declared inactive (obsolete).

ITEM 6499. MOTOR VEHICLES DIVISION REPORTS FILE.

Monthly reports sent to the Division of Motor Vehicles (DMV) listing the names of persons added to the register of the blind. File includes responses to requests from DMV for information concerning visually-impaired persons.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 6500. FISHING LICENSES ISSUANCES FILE.

Records concerning individuals to whom free fishing licenses have been issued.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF SERVICES FOR THE BLIND
PROGRAMS AND FACILITIES
SOCIAL SERVICES
EVALUATION AND STATISTICS/COMMUNICATIONS**

ITEM 6517. TAPED MASTERS OF AGENCY AND CONSUMERS' MATERIALS FILE.

Audio tapes concerning policy memorandums, instructions, speeches, presentations by staff at conferences, legislative information, and other related subjects.

DISPOSITION INSTRUCTIONS: Erase in office when administrative value ends.

ITEM 6518. TAPED MASTERS TEXTBOOKS FILE.

Master tapes concerning textbooks used by blind school students. Tapes concern books on basic sciences, English, reading, social sciences, and other related subjects.

DISPOSITION INSTRUCTIONS: Destroy or erase in office after 5 years.

ITEM 6519. BRAILLE MASTERS TEXTBOOKS FILE.

Braille masters of textbooks used by blind public school students. Textbooks concern basic sciences, English, reading, social sciences, and other related subjects.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 6520. BRAILLE MASTERS FILE.

Braille masters of agency memorandums, manuals and manual changes, legislative information, bus schedules, menus, materials for seminars and workshops, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 6521. COMMUNICATIONS GENERAL FILE.

Materials which have been placed in large print. File includes requests from out-of-state agencies for braille or taped textbooks, volunteer information, and other related material.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF SERVICES FOR THE BLIND
RALEIGH DISTRICT OFFICE**

ITEM 1696. REHABILITATION CASES (CLOSED) FILE.

Closed rehabilitation cases processed by office. (Comply with provisions of Federal Code 34 CFR 361.49 regarding the confidentiality of clients' records in the possession of Division of Services for the Blind.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 3 year(s). Records will be held for agency in the State Records Center 7 additional years and then destroyed.

ITEM 6780. CORRESPONDENCE FILE.

Correspondence concerning eye clinics, equipment, and drugs.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 6781. AGENCY INFORMATION FILE.

Agency and federal regulations concerning provisions of clients' services.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 6782. REFERRALS FILE.

Correspondence and referral materials concerning the establishing of clients' eligibility for participation in rehabilitation programs. File includes reports from physicians, clinics, hospitals, and other sources. (Comply with provisions of Federal Code 34 CFR 361.49 regarding the confidentiality of clients' records in the possession of Division of Services for the Blind.)

DISPOSITION INSTRUCTIONS: Transfer to Rehabilitation Cases File when accepted or to Rejected Cases File when rejected.

ITEM 6783. COLLEGE STUDENTS CLIENTS FILE.

Records concerning out-of-territory clients attending college in the Raleigh District. File includes rehabilitation information, work planning and performance review records, and college bills regarding college attendance. (Comply with provisions of Federal Code 34 CFR 361.49 regarding the confidentiality of clients' records in the possession of Division of Services for the Blind.)

DISPOSITION INSTRUCTIONS: Destroy in office after 6 year(s) and when released from all audits, whichever occurs later.

ITEM 6784. DECEASED REHABILITATION CLIENTS FILE.

Records concerning deceased rehabilitation clients. File includes all general rehabilitation information. (Comply with provisions of Federal Code 34 CFR 361.49 regarding the confidentiality of clients' records in the possession of Division of Services for the Blind.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 8 year(s). Records will be held for agency in the State Records Center 8 additional years and then destroyed.

ITEM 6786. REHABILITATION CASES FILE.

Active rehabilitation cases containing correspondence and physicians' reports of eye examinations of clients. File includes records concerning the economic needs of clients, certifications of eligibility, contact reports, survey interview records, and other examination forms. (Comply with provisions of Federal Code 34 CFR 361.49 regarding the confidentiality of clients' records in the possession of Division of Services for the Blind.)

DISPOSITION INSTRUCTIONS: Transfer to Rehabilitation Cases (Closed) File when closed.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF SERVICES FOR THE BLIND
RALEIGH DISTRICT OFFICE**

ITEM 6787. REJECTED CASES FILE.

Records concerning clients rejected from participation in rehabilitation programs. File includes survey interviews, economic need records, and physicians' reports of eye examinations. (Comply with provisions of Federal Code 34 CFR 361.49 regarding the confidentiality of clients' records in the possession of Division of Services for the Blind.)

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 6788. REHABILITATION REPORTS FILE.

Forms used to report on activities, status, and accomplishments of clients involved in rehabilitation programs. (Comply with provisions of Federal Code 34 CFR 361.49 regarding the confidentiality of clients' records in the possession of Division of Services for the Blind.)

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 6789. MEDICAL FILE.

Records concerning medical care provided to clients. File includes correspondence, eye clinic schedules, optician assignment schedules, applications for certification of eye care, eye examination reports, authorization forms, certification of need records, paid bills, medical billing and reimbursement records, procedures, glaucoma screening records, post-operative records, and other related records. (Comply with provisions of Federal Code 34 CFR 361.49 regarding the confidentiality of clients' records in the possession of Division of Services for the Blind.)

DISPOSITION INSTRUCTIONS: Destroy in office 3 years after case is closed and when released from all audits, whichever occurs later.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF SERVICES FOR THE BLIND
REHABILITATION CENTER FOR THE BLIND**

ITEM 6765. STUDENTS FILE.

Records concerning training of blind or visually-impaired people. File includes individualized written rehabilitation plans, contract reports, and personal information regarding students. (Comply with provisions of Federal Code 34 CFR 361.49 regarding the confidentiality of personal information in the possession of Division of Services for the Blind.)

DISPOSITION INSTRUCTIONS: Destroy in office 7 years after designated inactive.

ITEM 6766. FORMER CLIENTS CARD FILE.

Card file concerning each client who has attended the center. Information lists clients' names, addresses, social security numbers, and dates of center enrollment. (Comply with provisions of Federal Code 34 CFR 361.49 regarding the confidentiality of clients' records in the possession of Division of Services for the Blind.)

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 6767. EQUIPMENT FILE.

Specifications, repair records, and general equipment information.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 6769. MEMORANDUMS FILE.

Memorandums sent to or received from all departments of state government.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 6770. REHABILITATION CENTERS FILE.

Information concerning the rehabilitation centers, buildings and grounds, clients, and training.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 6771. CORRESPONDENCE AND GENERAL INFORMATION FILE.

Records concerning institutions, facilities, the public, and clubs.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF SERVICES FOR THE BLIND
WESTERN REGIONAL OFFICE**

ITEM 6620. GENERAL INFORMATION FILE.

Correspondence and reports from agencies and organizations which cannot be included in any of the division's delivery categories.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 6622. NUMBERED MEMORANDUMS FILE.

Memorandums received from sections of the central office.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 years.

ITEM 6623. BUSINESS ENTERPRISES FILE.

Catalogs concerning products manufactured by the blind. File includes or concerns correspondence regarding stand operators' leave, insurance, payrolls, available positions records, correspondence concerning available locations for stands, minutes of meetings of the Committee on the Stand Program, and other related subjects.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 6625. BUSINESS AFFAIRS FILE.

Budget materials, financial audit records, reports concerning travel to workshops and conferences, and data regarding monetary payments.

DISPOSITION INSTRUCTIONS: Destroy in office when released from all audits.

ITEM 6626. DEPARTMENT OF HUMAN RESOURCES FILE.

Correspondence with divisions within the department.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 6627. COUNTY FILE.

County correspondence, budgetary records, and invoices.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 year(s) and when released from all audits, whichever occurs later.

ITEM 6628. REHABILITATION FILE.

Correspondence concerning rehabilitation services. File includes placement activity reports, reports on referral and referral services, and reports of region totals by counselor.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 6629. MEDICAL FILE.

Records concerning medical care provided to clients. File includes correspondence, eye clinic schedules, optician assignment schedules, applications for certification of eye care, eye examination reports, authorization forms, certification of need records, paid bills, medical billing and reimbursement records, procedures, glaucoma screening records, post-operative records, and other related records. (Comply with provisions of Federal Code 34 CFR 361.49 regarding the confidentiality of clients' records in the possession of Division of Services for the Blind.)

DISPOSITION INSTRUCTIONS: Destroy in office 3 years after case is closed and when released from all audits, whichever occurs later.

ITEM 6630. SOCIAL SERVICES FILE.

Correspondence concerning social services programs. File includes copies of county departments of social services budgets as originally submitted.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF SERVICES FOR THE BLIND
WILMINGTON DISTRICT OFFICE**

ITEM 1697. REHABILITATION CASES (CLOSED) FILE.

Closed rehabilitation cases processed by office. (Comply with provisions of Federal Code 34 CFR 361.49 regarding the confidentiality of clients' records in the possession of Division of Services for the Blind.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 3 year(s). Records will be held for agency in the State Records Center 7 additional years and then destroyed.

ITEM 6790. BUSINESS ENTERPRISE STAND AND VENDING FILE.

Records concerning active and inactive business enterprises stands and vending locations. File includes work planning and performance review records, status reports, operator income statements, rental agreements and contracts, financial statements, product sales records, and reports concerning each stand. (Comply with provisions of Federal Code 34 CFR 361.49 regarding the confidentiality of personal information in the possession of Division of Services for the Blind.)

DISPOSITION INSTRUCTIONS: Transfer enterprises stands and vending locations records to Business Enterprise Stand and Vending (Inactive) File when designated inactive. Destroy in office rental agreements and contracts 5 years after expiration. Destroy in office financial records 1 year after released from all audits. Destroy in office remaining records after 3 years.

ITEM 6791. DISTRICT SUBJECT FILE.

Memorandums received from the division, Administrative Services, Rehabilitation Services, National Rehabilitation Association, and Department of Health and Human Services.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 6792. REFERRALS FILE.

Records concerning referrals from hospitals, clinics, departments of social services, and physicians. File includes or concerns social security disability insurance, initial contact reports, physicians' reports of eye examinations, medical reports, and correspondence. (Comply with provisions of Federal Code 34 CFR 361.49 regarding the confidentiality of clients' records in the possession of Division of Services for the Blind.)

DISPOSITION INSTRUCTIONS: Transfer to Rehabilitation Cases File when accepted or to Rejected Cases File when rejected.

ITEM 6793. REHABILITATION REPORTS FILE.

Annual, quarterly, and monthly reports. File includes or concerns closed rehabilitation cases, annual report on post-employment services, social security disability insurance, workload data reports, annual reports on state Vocational Rehabilitation Agency reviews, quarterly and monthly caseload activity reports, and master lists. (Comply with provisions of Federal Code 34 CFR 361.49 regarding the confidentiality of clients' records in the possession of Division of Services for the Blind.)

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 6794. REJECTED CASES FILE.

Records concerning clients rejected from participating in rehabilitation programs. File includes physicians' reports of eye examinations, referral applications, correspondence, contact reports, rejection summaries, and other related records. (Comply with provisions of Federal Code 34 CFR 361.49 regarding the confidentiality of clients' records in the possession of Division of Services for the Blind.)

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF SERVICES FOR THE BLIND
WILMINGTON DISTRICT OFFICE**

ITEM 6795. OPHTHALMOLOGISTS/OPTOMETRISTS' REPORTS OF EYE EXAMINATION FILE.

Eye examination surgical reports and authorizations for surgery concerning clients. (Comply with provisions of Federal Code 34 CFR 361.49 regarding the confidentiality of clients' records in the possession of Division of Services for the Blind.)

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 6796. COUNTY CLINIC FILE.

Miscellaneous correspondence concerning eye clinics. File includes clinic billing forms.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 year(s) and when released from all audits, whichever occurs later.

ITEM 6797. INDEPENDENT-LIVING CLIENTS AND INSTRUCTORS FILE.

Active and closed files of independent-living clients and instructors. File includes service plans and authorization forms, correspondence, contact and billing reports, contracts, and other information concerning clients and instructors.

DISPOSITION INSTRUCTIONS: Destroy in office closed files and contracts 5 years after closed or terminated. Destroy in office remaining records when administrative value ends.

ITEM 6798. REHABILITATION CASES FILE.

Active rehabilitation cases containing correspondence and physicians' reports of eye examinations of clients. File includes records concerning the economic needs of clients, certifications of eligibility, contact reports, survey interview records, and other examination forms. (Comply with provisions of Federal Code 34 CFR 361.49 regarding the confidentiality of clients' records in the possession of Division of Services for the Blind.)

DISPOSITION INSTRUCTIONS: Transfer to Rehabilitation Cases (Closed) File when closed.

ITEM 6799. MEDICAL FILE.

Records concerning medical care provided to clients. File includes or concerns correspondence, eye clinic schedules, optician assignment schedules, applications for certification of eye care, eye examination reports, authorization forms, certification of need records, paid bills, medical billing and reimbursement records, procedures, glaucoma screening records, post-operative records, and other related records. (Comply with provisions of Federal Code 34 CFR 361.49 regarding the confidentiality of clients' records in the possession of Division of Services for the Blind.)

DISPOSITION INSTRUCTIONS: Destroy in office 3 years after case is closed and when released from all audits, whichever occurs later.

ITEM 6809. BUSINESS ENTERPRISE STAND AND VENDING (INACTIVE) FILE.

Inactive business enterprise and vending locations processed by office. (Comply with provisions of Federal Code 34 CFR 361.49 regarding the confidentiality of personal information in the possession of Division of Services for the Blind.)

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF SERVICES FOR THE BLIND
WINSTON-SALEM DISTRICT OFFICE**

ITEM 1699. REHABILITATION CASES (CLOSED) FILE.

Closed rehabilitation cases processed by office. (Comply with provisions of Federal Code 34 CFR 361.49 regarding the confidentiality of clients' records in the possession of Division of Services for the Blind.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 3 year(s). Records will be held for agency in the State Records Center 7 additional years and then destroyed.

ITEM 3525. REJECTED CASES FILE.

Records concerning clients rejected from participating in rehabilitation programs. File includes eye examination reports, applications or referrals for vocational rehabilitation, welfare correspondence, contact reports, counselors' correspondence, and rejection summaries. (Comply with provisions of Federal Code 34 CFR 361.49 regarding the confidentiality of clients' records in the possession of Division of Services for the Blind.)

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 6800. COUNTY CORRESPONDENCE FILE.

Correspondence between social workers for the blind, medical workers, Murdoch Unit workers, mobility workers, and the regional supervisor.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 6801. PROGRAMMATIC CORRESPONDENCE FILE.

Correspondence concerning all phases of programs and related agencies. File includes reports and employees' work planning and performance review records.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 6803. INDEPENDENT-LIVING SERVICES (ILS) FILE.

Authorization forms for training and equipment. File includes letters requesting publications.

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 6805. AGENCY REPORTING FILE.

Social services, medical, and Independent-Living Services quarterly reports.

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 6806. MEDICAL FILE.

Records concerning medical care provided to clients. File includes or concerns correspondence, eye clinic schedules, optician assignment schedules, applications for certification of eye care, eye examination reports, authorization forms, certification of need records, paid bills, medical billing and reimbursement records, procedures, glaucoma screening records, post-operative records, and other related records. (Comply with provisions of Federal Code 34 CFR 361.49 regarding the confidentiality of clients' records in the possession of Division of Services for the Blind.)

DISPOSITION INSTRUCTIONS: Destroy in office 3 years after case is closed and when released from all audits, whichever occurs later.

ITEM 6807. ORIENTATION AND MOBILITY CLIENTS FILE.

Records concerning previous orientation and mobility clients.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 6808. CORRESPONDENCE FILE.

Correspondence and subject files created and accumulated in the performance of office duties.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF SERVICES FOR THE BLIND
WINSTON-SALEM DISTRICT OFFICE**

ITEM 6810. REHABILITATION CASES FILE.

Active rehabilitation cases containing correspondence and physicians' reports of eye examinations of clients. File includes records concerning the economic need of clients, certifications of eligibility, contact reports, survey interview records, and other examination forms. (Comply with provisions of Federal Code 34 CFR 361.49 regarding the confidentiality of clients' records in the possession of Division of Services for the Blind.)

DISPOSITION INSTRUCTIONS: Transfer to Rehabilitation Cases (Closed) File when closed.

ITEM 6811. REHABILITATION BRAILLE INSTRUCTION BOOKS, MANUALS, MEMORANDUMS, AND DEPARTMENT OF HEALTH AND HUMAN SERVICES PUBLICATIONS FILE.

Braille manuals, instruction book manuals, Department of Health and Human Services publications, and numbered memorandums from the state office in braille.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 6812. BUSINESS ENTERPRISE STAND FILE.

Records received and generated for stand operations. File includes stand analyses, invoices, correspondence from business enterprise supervisor, and memorandums from the Division of Services for the Blind.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 6813. OPERATOR PERSONNEL BUSINESS ENTERPRISE INVENTORY FILE.

Merchandise and equipment inventory records, personnel correspondence, and personal correspondence with stand operators. (Comply with provisions of Federal Code 34 CFR 361.49 regarding the confidentiality of personal information in the possession of Division of Services for the Blind.)

DISPOSITION INSTRUCTIONS: Destroy in office after 5 year(s) if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

ITEM 6814. BUSINESS ENTERPRISE INSTRUCTION, PROGRAMMATIC, AND POLICY AND PROCEDURE INFORMATION FILE.

Records concerning policies and procedures, relief operators, memorandums from state office on the Business Enterprise Program, operators' action forms, operators' benefit information, operators' applications, publications, operators' leave forms, wage and price information, and other correspondence. (Comply with provisions of Federal Code 34 CFR 361.49 regarding the confidentiality of personal information in the possession of Division of Services for the Blind.)

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.